

July 5, 1992

5608 Edgewater Dr.
Cedarburg, Wi., 53012

Milwaukee Radio Amateurs' Club
Milwaukee, Wi., 53201

Attn: E. Wille, Pres.

Dear Ed:

This will acknowledge receipt of the P.O. Box key as of this date, and I plan to visit the box once per week, unless you feel that it should be more frequent.

I called Ed Seruga and held a long conversation with him on the subject of the duties of the Secretary in the past years. The following list of duties are my understanding of the Secretary's responsibilities--I would appreciate some direction in this respect.

Duties of Secretary

1. P.O. Box supervision
2. Keeper of the seal
3. Membership roster, and changes thereto
4. Maintenance of ARRL affiliation
5. By-Laws-Publication and changes
6. Contact with State incorporation office-new officers, directors, etc.

Duties of Others

Insurance coverage and payment-Treasurer?
Liaison with other clubs in area-Publicity Chmn (or PR person)?
Newsletter-Writing, publication, printing, mailing labels, etc., (Newsletter supervisor)?
Dues receipts, banking, etc., Treasurer?
Membership-New hams in area, info to Sec'y. for roster, etc. Whom?

In that I do not have a suitable computer for publication of rosters, lists, labels, etc., please let me know how this information should be handled.

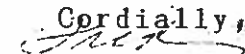
I also delivered a copy of the AWA tape on "TUBES", for one of the up-coming programs, and am preparing a presentation of artifacts to accompany the taped program. The tape is approx. 30 minutes in duration, and my supplement would consume another 15-20 minutes. The entire program should take slightly less than 1 hour, + questions.

We will be gone for a convention in Louisville from July 16th thru the 26th. Also for a convention in Rochester, NY., from Sept. 12th thru Oct. 4th. I am sending a copy of this letter to Roger Zaun for co-ordination of the program presentation date.

Ed Seruga and I will get together sometime this week for transfer of material. I will also send you info on storage areas as we discussed, for the purpose of club property storage.

I will take care of the return of the master tape to AWA after its duplication.

cc: T. Stiller
R. Zaun

Cordially,

FRED A. LINN

THE MILWAUKEE RADIO AMATEURS' CLUB, INC.

The World's Oldest Continuously Active Radio Amateur Club

AFFILIATED WITH
THE AMERICAN RADIO RELAY LEAGUE, INC.



CHARTERED AS
A NON-STOCK CORPORATION BY THE
STATE OF WISCONSIN

MILWAUKEE, WISCONSIN

Sept. 2, 1992

Milwaukee Post Office
Milwaukee, Wi.

Gentlemen:

This will advise you of the change of Officers in the MRAC
for 1992-93, particularly in the Office of the Secretary.
The incoming Secretary is:

FRED A. LINN
5608 Edgewater Dr.
Cedarburg, Wi., 53012
377-3280

Please issue him a duplicate key, as the old one has been
misplaced.

Thank you,

P.O. Box #91

Cordially,
Edward A. Seruga
Edward Seruga

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MILWAUKEE, WISCONSIN

Box No. 25707

Nov. 19, 1992

ARRL
Newington, Ct.,

Gentlemen:

This will inform you of our new PO Box No., for use as of Nov. 30, 1992. Please change your records to show the new Box No., in order to facilitate delivery of all items.

Thank you for your attention in this matter.

Change Box No. 91
to
Box 25707
Milwaukee, Wi.

73,

A handwritten signature in cursive script, appearing to read 'Fred A. Linn', is written over the printed name.

FRED A. LINN
Secretary

W9NZF